

POSITION DESCRIPTION

1. Agency PDCN N0011

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces 70040000/80030000 or 70041000/80031000 in ARNG CPO		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
								14. Agency Use	

15. Classified/Graded by

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Secretary (QA)	GS	318	7	ajl	15 Sep 00

16. Organizational Title (If different from official title)

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

c. Third Subdivision - Command Administrative Office

a. First Subdivision - State Adjutant General

d. Fourth Subdivision -

b. Second Subdivision - HQ STARC

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature	Date	Signature	Date
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
 USOPM PCS for: Misc. Clerk & Ast. Series, GS-303, dtd. Jan '79; Secretary Series, GS-318, dtd. Jan '79; USOPM Grade Level Guide for Clerical & Assistance Work, dtd. Jun '89; Offc. Auto. Cler. & Ast. Series, GS-326, Nov '90; Intro. to Position Classification Stnds., dtd. Aug '91; Classifiers Handbook, HRCD-7, dtd. Jul '99.

Typed Name and Title of Official Taking Action

ANDRIS J. LIEPNIEKS
 Position Management Spec.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

Signature
 //signed//
 Date
 15 Sep 00

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HR-CA, CRA 00-1019, Dated 15 September 2000

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

This position is for a National Guard non-dual status (NDS) technician only. This position meets the criteria of the NDS Management Plan as follows: the position resides within the infrastructure and support functions of the state National Guard; the incumbent is not subject to mobilization nor is the work described part of the military mission and the incumbent does not perform a key advisory or essential administrative role that is inherently military. In addition, the position must meet one of the following: it does not have a comparable military function; or the position is required in the full-time (civilian) role when the organization, or similar military position, is mobilized to perform continuing post-mobilization functions; or the position requires a skill or competency that necessitates technical expertise or professional qualification that cannot be readily found in the military structure of the state military force.

25.

DUTIES:

This position is located in the Command Section of Headquarters, State Area Command (STARC). The purpose of the position is to provide secretarial support and technical and administrative assistance for programs within the Command Administrative Officer's (CAO) area of responsibility. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support work.

- Controls access to the CAO. Maintains the CAO calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings and travel.
- Reviews incoming correspondence, publications, regulations, and directives which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format and policy and procedural adherence. Maintains office files of correspondence, directives, regulations and other information.
- Receives visitors and telephone calls. Exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Personally takes care of business matters and gives out administrative and readily available substantive information to callers.

- Keeps the supervisor's calendar. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when it is apparent that supervisor can not meet previous schedules. During supervisor's absence, maintains a chronological record of events including official visitors, decisions to be made upon return, unfinished business requiring attention, and related matters. Keeps informed of supervisor's whereabouts.

- Assists in managing the Internal Management Control Program (IMCP). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual STARC plan, provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Coaches managers, identifies trends and develops analysis tools using data from the reports. Advises of systematic strengths and weaknesses. Drafts annual, mid-year and other special reports for CAO approval and submission to the Adjutant General.

- Assists the Deputy STARC Commander and Chief of Staff with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Reviews after action reports submitted by STARC directorates to help identify ongoing problem areas. May also coordinate review of reports with the Inspector General function when requested.

- Oversees the officer evaluation program. Monitors suspense dates for submission of Officer Efficiency Reports (OERs) to the Chief of Staff. Reviews OERs for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Military Personnel Section. Provides the Chief of Staff with status of all OERs and provides assistance to subordinate units where necessary.

- Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

- Maintains and administers multiple support budgets for the Command Administration Office. Maintains all files and records. Receives, inputs, monitors and records all expenditures. Receives, obligates and disperses funds for accounts. Responsible for reconciliation and auditing of accounts. Prepares and submits required reports. Resolves problems, issues and conflicts within the

budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments.

-- Maintains personal contact with functional managers to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations and resolves problems with contacts as they relate to administrative functions.

-- Provides for control of all-classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position

FL 1-4 550

-- Practical knowledge of an extensive body of program analysis technical rules, guidelines, regulations and precedents to provide sound recommendations to the CAO.

-- Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.

Knowledge Type III

-- Knowledge of the duties, priorities, commitments, basic policies and program goals of the organization sufficient to perform comprehensive administrative support assignments.

-- Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

-- Knowledge and skill to coordinate the work of the office with other offices, including advising clerical personnel in subordinate offices on new procedures or regulations, and on information for use in conferences or reports.

-- Knowledge of grammar, spelling, punctuation and required formats.

Work Situation B

-- Organization is subdivided into subordinate segments which are supervised through one or more levels of supervision or in an organization of limited complexity where extensive responsibility exists for outside coordination. There is a system of formal internal procedures and administrative controls. Coordination among the subordinate units as well as coordination outside of the organization requires continuous attention.

Factor 2 – Supervisory Controls:

FL 2-3 275

-- Work is performed-independently within the defined objectives and prioritization of the supervisor. Incumbent plans and carries out the details and performs the technical analysis and research required to meet those objectives. The supervisor evaluates reports and other completed work for technical soundness, consistency, and compliance with policy and requirements.

Factor 3 – Guidelines:

FL 3-3 275

-- Guidelines utilized are multiple. Most are vague requiring a great deal of interpretation on the part of the incumbent; particularly those dealing with the Internal Management Control Program. Interpretation must be made to determine whether subordinate units are in compliance. Incumbent's recommendation is provided to the CAO, even in situations where the recommendation is disputed by the unit or organization.

Factor 4 – Complexity:

FL 4-3 150

-- The work consists of various duties, projects or assignments involving different and unrelated program analysis technical processes and procedures. Assignments or projects involve various types and sources of information, nonrecurring problems, trends and issues.

Factor 5 – Scope and Effect:

FL 5-3 150

-- The purpose of the work is to plan and carry out assignments which reflect and improve the efficiency and productivity of the organization's operations. Employee develops methods and procedures for identifying problem areas which impact the evaluation and improvement of operating program efficiency and effectiveness.

Factor 6 – Personal Contacts &
Factor 7 – Purpose of Contacts:

matrix 2b 75

– Contacts are with employees within the immediate office as well as employees in the same agency, but outside the immediate organization to include directors, managers and representatives of the programs involved. Contacts also include representatives of various levels and organizations within the National Guard Bureau, state officials, and members of private enterprises who deal with the supervisor on a variety of matters.

– Purpose of the contacts is to plan, coordinate or advise on work efforts, discuss significant findings or resolve operating problems by motivating or persuading individuals, managers and supervisors to adhere to guidelines, suspenses and program requirements. Contacts are also made for the purpose of obtaining, clarifying and giving information related to the work.

Factor 8 – Physical Demands:

FL 8-1 5

– The work is sedentary. It requires some walking, standing, bending, and carrying of light items such as books, papers, and files.

Factor 9 – Work Environment:

FL 9-1 5

– The work is performed in an office or similar setting requiring normal safety precautions against every day risks or discomforts.

EVALUATION STATEMENT

A. Title, Series and Grade: Secretary (OA), GS-318-7.

B. References:

1. US OPM Grade Level Guide for Clerical and Assistance Work, June 1989.
2. US OPM PCS for Miscellaneous Clerk and Assistant Series, GS-0303, January 1979.
3. US OPM PCS for Secretary Series, GS-318, January 1979.
4. The Introduction to the Position Classification Standards and the Classifier's Handbook, HRCD-7, July 1999.
5. US OPM PCS for Office Automation Clerical and Assistance Series, GS-326, Nov. '90.

C. Background: This position is established to provide secretarial support for the Chief of Staff. Its secondary purpose is to provide technical and administrative support for the programs in the Command Administrative Office.

D. Series, Title and Grade Determination:

1. Series: This is a mixed series position. The primary purpose of the position is to serve as the principal clerical or administrative support position in the office requiring knowledge of a variety of office skills and procedures. The required duties, responsibilities, and knowledge meet the definition for the GS-318 series. A secondary purpose of this position is to assist the CAO and staff in studies, reviews and preparation of reports resulting from a variety of inspections conducted by the headquarters staff. This work requires a practical knowledge of regulations and methods used in the inspection process as well as the overall structure and function of the STARC.

2. Title: The title "Secretary" applies to all non-supervisory positions in the GS-318 series. The word Office Automation is parenthetically added in its abbreviated form (OA) as the services of a qualified typist are required to accomplish typing work on word processing equipment. In accordance with the titling instructions in B3, 4, & 5, the assigned title is Secretary (OA).

Grade: A "mixed series" position involves work covered by more than one occupational series. For most positions, the grade-controlling work determines the series. However, in this case, the lower grade duties are more closely related to the basic purpose of the position. The secretarial duties are

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at the GS-6 level, and the administrative assistant duties are at GS-7. In this case the position is not classified in the series of the grade controlling work but in the Secretary Series, which best represents the main purpose of the position and the paramount knowledge required.

The attached Factor Evaluation System (FES) Position Evaluation Statement summarizes the factor levels.

E. Conclusion: Based on the above evaluation, this position is classified as Secretary (OA), GS-318-7.

Classifier: A. J. Liepnieks Authority: NGB-HR-CA Date: 21 Jun 2000

FACTOR EVALUATION SYSTEM POSITION EVALUATION STATEMENT

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		1485	GRADE: GS-7

FINAL CLASSIFICATION Secretary (OA), GS-318-7.

Classifier: A. J. Liepnieks Authority: NGB-HR-CA Date: 21 Jun 2000